

ASSIGNMENT 1

Textbook Assignment: "Administration," chapter 1, pages 1-1 through 1-17, and "Project Planning and Management," chapter 2, pages 2-1 through 2-12.

- 1-1. The purpose of the Personnel Readiness Capability Program is to provide accurate, up-to-date personnel information. This tool allows the NCF to accomplish its mission in which of the following ways?
1. By scheduling day-to-day work assignments for individual crew members
 2. By combining the information relevant to project planning
 3. By determining unit readiness through timely personnel information
 4. By scheduling project functions into a single master plan

IN ANSWERING QUESTIONS 1-2 THROUGH 1-6, REFER TO FIGURE 1-A.

CATEGORIES OF SKILLS	
A.	Individual general
B.	Individual rating
C.	Military
D.	Crew experience

Figure 1-A

- 1-2. What category of skills is related to two or more ratings and is primarily nonmanipulative?
1. A
 2. B
 3. C
 4. D
- 1-3. You can acquire what type of skills as a result of working with others on a particular project?
1. A
 2. B
 3. C
 4. D
- 1-4. What skills can you acquire as a result of training for combat?
1. A
 2. B
 3. C
 4. D

- 1-5. By working on a boiler installation with other personnel, you acquire skills in what category?

1. A
2. B
3. C
4. D

- 1-6. A technical skill specifically related to one of the construction ratings falls in what category?

1. A
2. B
3. C
4. D

- 1-7. Which of the following management tools should you use to collect crew member skill data?

1. Volume I, PRCP Skill Definitions
2. PRCP Standards and Guides
3. Matrix Numbers 1 and 2
4. Section II, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards

- 1-8. When collecting personnel data concerning an individual's skills, you should send the information to the unit's PRCP manager in what form?

1. Memorandum
2. Computer disk
3. Punched card
4. PRCP Skill Update Record

- 1-9. What two types of interviews are conducted by a PRCP interviewer?

1. Standard and specific
2. Individual rating and skill
3. Other and individual rating
4. Specific and other

- 1-10. When preparing for an individual rating skill interview, which of the following is the most important?
1. Review the appropriate section of the Occupational Standards Manual
 2. Learn as much as you can about the skill and the tasks explained in the interviewing guides
 3. Prepare the interviewee's service record
 4. Prepare the interviewee's checkoff sheet
- 1-11. Refer to figure 1-3 in the textbook. To qualify for Skill Level I, a craftsman must demonstrate which of the following skills?
1. Select, care, and use proper hand tools for various jobs
 2. Install plumbing systems for water, steam, air, and fuel
 3. Both 1 and 2 above
 4. Designate the spacing of pipe supports for all types of piping systems
- 1-12. Depending upon the complexity and number of tasks in a skill definition, there can be a maximum of how many levels?
1. Five
 2. Six
 3. Three
 4. Four
- 1-13. Refer to figure 1-4 in the textbook. Under task element .02b, what tasks are assigned?
1. A and E only
 2. D and E only
 3. A, B, D, and E
 4. A, B, F, and G
- 1-14. Whether a person does or does not have a certain skill is decided by what individual?
1. PRCP coordinator
 2. PRCP interviewer
 3. Training officer
 4. Company commander
- 1-15. The priorities, patterns, and tempo of a battalion training program are usually established by what authority?
1. The commanding officer
 2. The Naval Training Command
 3. The Chief of Naval Operations
 4. The COMSECOND/COMTHIRDNCB staff
- 1-16. The executive officer supervises and coordinates the work, exercises, training, and education of personnel in the command. He/she does this in what capacity?
1. Training officer
 2. Operations officer
 3. Chief staff officer
 4. Chief of training
- 1-17. Training conducted in an amphibious construction battalion is exactly the same as that conducted in a mobile construction battalion.
1. True
 2. False
- 1-18. The battalion training plan and organization must not interfere with construction schedules as set forth by the deployment operation order.
1. True
 2. False
- 1-19. In home port, training programs become the primary mission. Each NMCB is expected to spend what percentage of available man-days in training while in home port?
1. 55%
 2. 65%
 3. 75%
 4. 85%
- 1-20. When selecting individuals best suited to attend a Navy C-1 advance school, you should check which of the following data?
1. Personnel advancement requirements
 2. Battalion assignments
 3. Time in battalion
 4. Service records
- 1-21. What is the purpose of on-the-job training in a Seabee organization?
1. To indoctrinate new personnel
 2. To assist supervisors in developing management skills
 3. To help individuals acquire the necessary knowledge, skills, and habits to do a specific job
 4. To instill each person with interest and enthusiasm for the work to be done

- 1-22. Before setting up an on-the-job training program, you should perform which of the following actions first?
1. Write a set of lesson plans
 2. Develop task analysis statements
 3. Determine the type of training required
 4. Determine specific training objectives
- 1-23. After an on-the-job training program has been implemented, you should maintain program follow-up in which of the following ways?
1. By keeping an individual's training record current
 2. By ensuring the project does not lag
 3. By ensuring newly developed skills are used properly
 4. Each of the above
- 1-24. When used properly, what method is most effective for training workers on the job?
1. Group
 2. Academic
 3. Self-study
 4. Coach-pupil
- 1-25. In on-the-job training, the term "group instruction" most closely relates to what other type of instruction?
1. Academic
 2. Self-study
 3. Classroom
 4. Technical
- 1-26. What type of instruction explains regulations, indoctrinates new people, and identifies the what, when, where, how, and why of a situation?
1. Formal
 2. Immediate
 3. Piecemeal
 4. Group instruction
- 1-27. Interviews between the trainee and the trainer in a developmental on-the-job training program will NOT accomplish which of the following objectives?
1. Determining training needs
 2. Assessing progress of the trainee
 3. Resolving trainee questions
 4. Evaluating performance tests
- 1-28. Taking which of the following steps may help you to plan and carry out a successful training program?
1. Using correct methods to ensure learning
 2. Measuring achievement at regular intervals
 3. Recording results
 4. Each of the above
- 1-29. Which, if any, of the following methods would be effective in evaluating the success of a training program?
1. Testing the trainee
 2. Spot checking performance at the jobsite
 3. Checking the work schedule backlog
 4. None of the above
- 1-30. The success of any project depends a great deal upon attention to detail and what other factor?
1. Experience
 2. Care taken in planning
 3. Mode of transportation
 4. Distance to jobsite
- 1-31. As the petty officer or chief in charge of a crew, you are responsible for crew member time management. When is the best time to confirm plans for the next workday?
1. At the beginning of each day
 2. At the beginning of each week
 3. At the close of each day
 4. At the close of each week
- 1-32. For you to properly plan your project you must be able to organize. What is the first step in organizing this project?
1. Plan the job sequences
 2. Plan for the equipment
 3. Schedule the material
 4. Schedule the tools
- 1-33. Since safety and production go hand in hand, the only efficient way to do any thing is the safe way. Which of the following is the best way to have a safe project?
1. Post safety slogans on all bulletin boards
 2. Read the Safety Line each week
 3. Visit with the battalion safety chief daily
 4. Teach, observe, and plan with safety in mind

- 1-34. When making work assignments, it is best to rotate the jobs among the crew. What is the main advantage of rotating work assignments?
1. It identifies the less skilled crew members
 2. It prevents specialization of work
 3. It confuses the crew
 4. It lengthens a short project
- 1-35. What is/are the advantage(s) to assigning more crews or crew members to a project that has a unique phase of the rate?
1. Enhances direct labor
 2. Employs all crews
 3. Speeds project completion
 4. Promotes teamwork, new skills, and versatility
- 1-36. The Enlisted Performance Evaluation Report is the most significant personnel management tool in the enlisted service record. It is designed primarily for what use?
1. Making advancement and assignment decisions
 2. Making reenlistment decisions
 3. Making retention decisions
 4. Making special educational decisions
- 1-37. Which of the following instructions shows you what goes in each block of an Enlisted Performance Evaluation Report?
1. BUPERSINST 1430.16
 2. OPNAVINST 5102.1
 3. OPNAVINST 6110.1
 4. NAVMILPERSCOMINST 1616.1
- 1-38. To prepare a rough evaluation report properly, you should have the individual submit what input form?
1. NAVPERS 1616/21
 2. NAVPERS 1616/24
 3. NAVPERS 18068
 4. NAVPERS 18665
- 1-39. CPA, CPM, and PERT are techniques used in the analysis of a flow of events and activities of a construction project. What is the generic title covering these construction management techniques?
1. Network analysis
 2. Planning and estimating
 3. Flow charting
 4. Project analysis
- 1-40. Construction management in the Seabees is based on the critical path method. This method has which of the following major advantages?
1. Mobility
 2. Training
 3. Versatility
 4. Inexpensive
- 1-41. When developing construction activities, they should be less than how many days in duration?
1. 5
 2. 10
 3. 15
 4. 20
- 1-42. In an NMCB, what individual has functional authority over construction projects?
1. A3
 2. B3
 3. H3
 4. S3
- 1-43. All construction work done by the battalion is according to the construction quality control program. This construction work is outlined in which of the following manuals?
1. P-908
 2. P-445
 3. P-404
 4. P-307
- 1-44. The prime contractor and subcontractors are assigned by the Operations department. The prime contractor of a project has which of the following responsibilities?
1. Safety on the project
 2. Quality of the project
 3. Timeliness of the construction effort
 4. All of the above
- 1-45. How many folders are there in a project package?
1. Seven
 2. Eight
 3. Nine
 4. Ten
- 1-46. What folder in a project package contains the project quality control plan?
1. #5
 2. #6
 3. #7
 4. #8

- 1-47. What folder in a project package contains the project specifications?
1. #6
 2. #7
 3. #8
 4. #9
- 1-48. What folder in a project package contains the level II precedence diagram?
1. #5
 2. #6
 3. #3
 4. #4
- 1-49. Project planning milestones are used to help you in the planning of your project and the development of your project package. What department assigns these milestones?
1. P & E
 2. Operations
 3. Planning
 4. Material
- 1-50. When estimating a project, the crew leader is responsible for ensuring all required resources are identified. Where do you list these resources and any action required to track them?
1. CAS sheets
 2. Master sheets
 3. Duration sheets
 4. Production sheets
- 1-51. When planning a project in the NCF, you should not exceed what number of master activities?
1. 5
 2. 10
 3. 15
 4. 20
- 1-52. Master activities can be broken into at least what number of construction activities?
1. 5
 2. 10
 3. 15
 4. 20
- 1-53. A work element checklist is a good guide for developing construction activities. It can be found in what book?
1. NAVFAC P-908
 2. NAVFAC P-404
 3. NAVFAC P-307
 4. NAVFAC P-405
- 1-54. A typical Naval Mobile Construction Battalion project contains how many construction activities?
1. Between 25 and 80
 2. Between 15 and 70
 3. Between 25 and 60
 4. Between 15 and 50
- 1-55. Construction activity numbers are usually four digits. What do the first two digits identify?
1. Construction activity
 2. Master activity
 3. Specific project
 4. Specific element
- 1-56. You need to know how to calculate man-days and duration for each construction activity. What manual is the primary reference for Seabee man-day estimates?
1. NAVFAC P-401
 2. NAVFAC P-405
 3. NAVFAC P-307
 4. NAVFAC P-305
- 1-57. According to NAVFAC P-405, regardless of the length of the workday, tasking, estimating, and reporting of each man-hour are always figured using what number of hours?
1. 6
 2. 8
 3. 10
 4. 12
- 1-58. When figuring the production efficiency factor for a project, you must assign a production factor for each element of the job. What is considered the average production factor?
1. 60
 2. 62
 3. 67
 4. 70
- 1-59. For each particular construction activity, the delay factor is only used in what calculations?
1. Man-day estimate
 2. Activity duration
 3. Man-day equivalent
 4. Project duration

1-60. Availability factors take into account that Seabees assigned as direct labor are not available 100 percent of the time. What is the availability factor for the main body?

1. 0.60
2. 0.65
3. 0.70
4. 0.75